

Academics

Education

Records Liaison: Donna Driscoll/Joyce Feodoroff

Edu1 Catholic Educators Collaborative at Stonehill College

All documents specific to the Catholic Educators Collaborative at Stonehill College. Brochures, budgets, minutes and agenda's. Work study records.

Retain current plus two years.
Send brochures to Archives for permanent retention.

Edu2 Superintendent's Center

All documents specific to the Superintendent's Center. Budgets, minutes, agenda, tax records.

Permanent. Note: Defunct as of _____. Records sent to Archives for permanent retention.

Edu3 New Dimensions

All documents specific to the New Dimensions Program. Brochures, budgets, minutes and agenda's. Work study records.

Retain current plus two years.
Send brochures to Archives for permanent retention.

Edu4 Booklets

Student teaching Practicum booklets.

Retain for three years and sent to Archives for final desposition.

Edu5 Student files

Edu5.1 Student Completed Program File

Records of education students who completed program and were licensed.

Retain for seven years from date of graduation in office. Ten years for disposition.

Edu5.2 Students Not Completed Program File

Records of education students who completed program but were not licensed.

Retain for seven years from date of graduation in office. Ten years for disposition.

Edu5.3 Student Withdrawal Files

Records of students who started education program but withdrew before completion.

Retain for seven years from date of graduation. Ten years for disposition.

Edu6

Test Scores from Mass Dept. of Education

*Copies of confidential test results from the MOTEL tests of
Mass Licensure.*

Retain four years.